

**Dr. NTR UNIVERSITY OF HEALTH SCIENCES: A.P: VIJAYAWADA-520 008**

Lr. No. 466/A4/B.Sc(N)/2020

Dt: 02-05-2022

To

The Principals of all affiliated Nursing Colleges in the State of A.P.

Sir / Madam,

Sub: Dr.NTR UHS – Academic – Submission of proposals for granting of Inspection / Affiliation of Nursing Courses for the academic year **2022-23** – Schedule – Intimation – Reg.

- Ref :
1. This University's Academic Calendar for the year 2022.
  2. Lr.No.1224 (a)/APHERMC/Admin/2022, dt.12.04.2022 of the Member Secretary & CEO, AP Higher Education Regulatory and Minority Commission (APHERMC), Tadepalli, Guntur Dist., addressed to the Registrar.
  3. Orders of the Vice-Chancellor, (P.F.A on 30-04-2022).

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With reference to the letter 2<sup>nd</sup> cited (received from APHERMC), all the Principals are informed to take action immediately on the following with regard to submission of proposals by **25.05.2022** to enable this University for verification and taking further course of action to grant affiliations for the year 2022-23.

I am therefore by direction herewith furnishing the **SCHEDULE** to be followed by the colleges offering Nursing courses for the academic year **2022-23** so as to apply for **INSPECTION / AFFILIATION** by remitting the requisite fee for each course to Dr.NTR University of Health Sciences, Vijayawada through NEFT / RTGS/ACCOUNT TRANSFER and to enclose the receipt of the payment along with proposals.

**Cut off date and Fee details :**

**I. FEE PARTICULARS :**

Course	Inspection fee + GST 18% (for Certificate of Registration for new colleges and affiliation) ₹	Affiliation fee for existing colleges + GST 18% ₹	Certificate of Registration fee for new colleges ₹	Affiliation fee for new colleges + GST 18% ₹	Last date for applying for Inspection and continuation of affiliation by the existing colleges
P.B.B.Sc.(N) 2YD	25,000/- + GST 18%	1,00,000/- + GST 18%	50,000/- + GST 18%	2,00,000/- + GST 18%	<b>On or before</b> <b><u>25.05.2022.</u></b>
B.Sc (N) 4 YD	25,000/- + GST 18%	1,00,000/- + GST 18%	50,000/- + GST 18%	2,00,000/- + GST 18%	
M.Sc (N)	25,000/- for each speciality + GST 18%	75,000/- for each speciality + GST 18%	50,000/- + GST 18%	75,000/- for each speciality + GST 18%	

- To pay the 18% of GST as per Government norms on inspection fee, affiliation fee as mentioned in the above statement.
- The colleges where 1<sup>st</sup> batch of students completes the course, have to apply for continuation of affiliation for next year by paying requisite affiliation fee as stated above.

- c. To pay the University Inspection/Affiliation requisite fee through NEFT / RTGS / ACCOUNT TRANSFER and to enclose the receipt of the payment along with proposals for both Under Graduate [B.Sc(N) & P.B.B.Sc(N)] and Post Graduate [M.Sc (N)] courses who have offering the both courses and also mention the details of fee on the letter submitted by the college.

**\*\*NOTE:** While making online payment, towards inspection fee /affiliation fee, strictly pay in the college name for each course separately. While sending details of payment to this University, furnish information to which course the payment is made by the college. Not to pay in the Society name. If paid in the Society name, clearly mention the college name and course details on the transaction slips / DDs etc., issued by the Bank.)

- d. Government Colleges are exempted for payment of Inspection fee and Affiliation fee, however, the colleges shall apply for Inspection / Affiliation every academic year in the prescribed proforma as per Statutes.

**University Online Account details:**

Entity Name	Registrar, Dr. NTR University of Health Sciences, Vijayawada.
Account allotted to	Academic Wing
Payment Mode	NEFT/RTGS/ACCOUNT TRANSFER
Beneficiary Name	Dr. NTR UHS ACADEMIC (CSR) Account
Beneficiary Bank Name	CANARA BANK
Branch where account is held	SMC Branch, Vijayawada - 08.
Bank Account Number	110035224965
IFS Code	CNRB0013366

I inform that it is decided to start process of granting e-affiliations from this academic year 2022-23 onwards for all the courses.

All the Principals are therefore requested to submit e-proposals alongwith hard copy of their proposals with all the enclosures, for verification and taking further follow up action.

It is also informed that without submitting e-proposals, the University will not consider mere manual proposals i.e., Hard copy. Manual proposals without e-proposals will summarily be rejected.

The Principals are therefore requested to connect to e-affiliation portal at [http://drntruhs.nic.in/medhas\\_eaffiliation](http://drntruhs.nic.in/medhas_eaffiliation) and to submit all master details related to affiliation through the link and complete the process of sending the proposals both e-proposals and hardcopy by **25-05-2022**.

Hence, I am to inform you to submit proposals by remitting the requisite fee for each course to Dr. NTR University of Health Sciences, Vijayawada through NEFT/ RTGS / ACCOUNT TRANSFER and to enclose the receipt/UTR number details of the payment along with proposals (relevant documents) by **25.05.2022** and also to submit e-proposals along with hardcopy i.e., manual proposals. For any queries for online submission please contact [medhas.eaffiliation@gmail.com](mailto:medhas.eaffiliation@gmail.com). (contact Ph. No.8978900576).

It is informed that the application for **INSPECTION** or **AFFILIATION** shall be submitted along with details of Physical facilities, teaching faculty, clinical permissions from the concerned hospitals as per G.O. and statutes of the University for Nursing courses, and necessary enclosures with the following details. If the enclosures are not submitted to the University along with proposals, the affiliation will not be granted by the University. Further, it is informed that the Principal's signature along with official seal is must on every page submitted by the College.

The other details to be submitted by the colleges:

## II. STAFF PARTICULARS

a. The college should have the following staffing pattern as detailed below :

SI No	Course	Professor cum Principal with 5 years teaching experience	Professor cum Vice-Principal with 5 years teaching experience	Professors with 5 years teaching experience	Associate Professor with 3 years teaching experience	Assistant Professor/ Lecturer	Tutor with 1 year teaching experience
1	B.Sc (N) 40-60 Students	1	1	----	2	3	10-18
2	B.Sc (N) 61-100 Students	1	1	1	4	6	19-28
3	P.B.B.Sc(N) 20-60 Students [In addition to B.Sc(N) faculty]	----	----	----	----	2	2-10
4	M.Sc (N) 10-25 Students [In addition to B.Sc(N) faculty]	----	----	1	1	3	----
As per norms staff should be 1:10 teacher student ratio per specialty in M.Sc (N) if B.Sc (N) is also offered by the institution.							

- b. List of existing Teaching staff particulars of all the department wise including Principal, Vice-Principal, Professors, Associate Professors, Assistant Professors and Tutors are to be submitted in the proforma duly signed by the Principal with undertaking and office seal.
- c. The Principals of all the Affiliated Nursing Colleges are requested to furnish the Teaching Faculty List and send the same file with filled data on or before 25-05-2022 by email [drntruhsacademic@gmail.com](mailto:drntruhsacademic@gmail.com)
- d. The Principals are also requested to send a hard copy of the faculty list by taking a printout of the data submitted and send the same duly signed by the Principal along with proposals.
- e. For new recruited staff to submit specialty wise completely filled in Faculty ID forms with the latest color Photo of the concerned faculty along with the following necessary enclosures :
1. Copy of Appointment orders.
  2. Copy of Joining reports.
  3. Attested copies of qualifications (Xerox copies of the original degree certificate, etc.).
  4. Registration copies of Nursing Council.
  5. Other relevant documents.

- f. Teaching faculty of one college should not work/teach in another college (s). Hence, the Principals of the colleges are directed to inform the same to the faculty members of the concerned college and if any found action will be initiated by the University and such type of faculty should not be considered as faculty in any affiliated college.

**SUBMISSION OF DOCUMENTS IS MANDATORY FOR GRANTING OF AFFILIATION BY THE UNIVERSITY.**

- g. Only one faculty list for both courses in the same college, to be submitted as a single proposal with course wise who have both UG and PG courses as the faculty are same as per INC, New Delhi staffing pattern.
- h. To submit the same faculty list which was submitted to the INC, New Delhi and APNMC, Vijayawada.

- Note:-**
1. University will conduct combined inspection with APNMC as per the earlier terms and conditions which was already communicated.
  2. There is no need to submit faculty ID forms of the existing staff but the Principal has to submit list of staff as stated above and an undertaking that the staff are recruited and are available in the college as per the Nursing Statutes.

**III. PERMISSION LETTERS**

- a. Renewal/Permission letter from INC, New Delhi / APNMC course wise i.e. M.Sc (N), B.Sc (N) and Post Basic B.Sc (N) for the academic year **2022-23**.
- b. The colleges who have already applied for enhancement of seats and awaiting orders from INC, New Delhi/Government of A.P should also apply to University for inspection for enhancement of seats along with continuation of affiliation as per rules.
- c. However, affiliation for enhancement of seats / renewal of permission for M.Sc (N), B.Sc (N) and Post Basic B.Sc. Nursing courses will be considered only after receipt of letter of permission from Indian Nursing Council / Government of A.P/ APNMC, Vijayawada.
- d. Each institute should be running at the address permitted by the Government only. If any college wishes to shift the college to new premises, they should obtain Government / INC permission and submit the same to the University. Shifting of college premises in between the academic year and without University /Government/ INC/APNMC permission will not be entertained. As per INC norms, shifting of college to new premises / change of location (district / town/city/village) is considered as new proposals by following due procedure as per rules.
- e. If any change in the name of Society of the college, they should obtain Government / INC/ APNMC permission and to submit the same to the University.
- f. Renewal/Permission letter from APNMC, Vijayawada for the academic year 2022-23.

**IV. CLINICAL TRAINING TO THE STUDENTS**

- a. Course wise latest Clinical Permission letters as per G.O. **in original** from the concerned hospitals regarding clinical training of the students should be submitted along with affiliation proposals (permission to be obtained from the concerned authorities / Hospitals, ( for the period from June, 2022 to May, 2023).
- b. Government permission is necessary for changes of affiliated hospitals for clinical training.
- c. **If any college has failed to submit the latest clinical permission letters from the concerned Hospitals as per G.O., the affiliation will not be granted.**

- V. To submit NOC from Digital Library / NTR MEDNET Consortium Dr. NTR UHS for the academic year 2022-23.
- VI. To submit TA / DA bills of inspection committee for reimbursement within three months; if any, as per rules.
- VII. In addition to the above the following information will be submitted regularly by the colleges.
- The colleges has to procure Bio Metric Devices (Minimum 02 and maximum 04) basing on the students admitted in their college and submit students attendance through them regularly without fail, if not followed affiliation for the said academic year will not be considered by the University.
  - As and when letters received from AISHE/APSCHIE and Dr.NTRUHS, Vijayawada, for uploading the data pertaining to the respective college, Principals of all the colleges shall take responsibility and arrange immediately for submitting their college data in to AISHE/APSCHE portals, without fail. If not followed, affiliation for the said academic year will not be considered by the University.
  - If uploading of any data is still pending from any college, they should immediately take action to complete the process and furnish compliance otherwise the respective college should not be considered for Admissions.

VIII. GENERAL INFORMATION

- The University shall have right to conduct an enquiry or appoint an enquiry committee if there are substantial allegations (or) irregularities in administrative, financial (or) academic nature, against the colleges.
- Should take all the measures to prevent ragging in the institutions. Necessary guidelines have already been issued in this regard.

Further, it is to inform that in the previous year (academic year 2021-22) University has granted conditional affiliation to certain colleges by informing certain deficiencies pointed out for rectification duly asking the said colleges to submit compliance with documentary evidences within four months. **In view of the letter no. 1224 (a)/APHERMC/Admin/2022, dt.12.04.2022, you are hereby instructed to submit the compliance with documentary evidences with regard to rectification of deficiencies on or before 25.05.2022.**

Therefore, all the proposals (i.e., E-proposals and hard copy) shall reach the University by the cut off date i.e., 25.05.2022 for granting of affiliation, otherwise the proposals will not be considered by the University for the academic year 2022-23. Hence all the Principals informed to submit Proposals or application along with relevant documents with inspection and affiliation fee as stated above for granting of affiliation for the academic year **2022-23** within the date.

Yours faithfully,

*K Sankar* 02/5/2022  
(Dr.K.SANKAR)  
REGISTRAR

Copy to The Secretary & CEO, APHERMC, Government of A.P  
Copy to the Controller of Examinations, Dr. NTR UHS, VJA.

- “ The Director (R & D), Dr. NTR UHS, VJA.  
“ The Joint Registrar (Admissions), Dr. NTR UHS, VJA.  
“ The PS to Vice – Chancellor / PA to Registrar, Dr. NTR UHS, VJA.  
“ The Web Master - with a request to place the same in the University Website.

